



Consortium for Advancement of Supported Employment

NYS CASE GUIDELINES

Requesting an Account

It is **required** that everyone seeking a training account must be a supported employment provider whose organization has an ACCES-VR funded supported employment contract. If you meet the above criteria, then you may request an NYS CASE training account on the www.nyscase.org webpage. Once you have requested an account, you should receive an email with notice of your approval within 48 hours. If your request was denied, you should receive an email explaining why.

Everyone needs to register with their own email account, either professional or private, so that your NYS CASE account can be linked directly to you (i.e. not a group email account for your agency). Your email account is your ticket to receiving ongoing notices about upcoming trainings, receiving your training confirmations, and any e-lets NYS CASE may send. Make sure to provide an email account you use regularly, and that is readily available to you.

Registering for Trainings

Once you have received a training account, you may start planning for and registering for trainings. All training courses will be open for registration at least eight weeks prior to the training date. Course registration is closed 48 hours before the training is scheduled. Materials for the training will be available on the webpage one week before the training is conducted; **it is the responsibility of the student to download and print the course materials in time for the training.** To successfully participate and maximize your engagement and learning in training courses, you must bring either a print or e-copy of the training manual with you to the program. Once a course is taken, you will have access to all documents associated with the course. The downloadable material will have a date so you will know if you have the most recent version of a manual available.

A registration confirmation email will be sent to you. Your supervisor will also receive a confirmation email to make sure that they agree that this training meets your professional development needs. Supervisors are able to contact staff at the NYS CASE to request changes in registration.

If you registered for a training but find you are unable to attend, it is possible to unregister for a training on the CASE webpage. Under My Schedule> My Upcoming Registered Courses is a list of all the trainings for which you have enrolled. There is a red "un-register" button to the right of the training details. Remember, **most courses have a waiting list so it is necessary to unregister for a course in order to allow for someone on the waiting list to take your place at the training.** You must unregister for a course up until 2 days prior to the training date. If you cannot attend a course at the last minute you must call (607-255-4349) or email (nyscase@cornell.edu) to unregister.

If you wish to receive CRC credit for the trainings, you must check the box on your registration form. You only need to check the box for CRC credit if you are maintaining a Certified Rehabilitation Counselor (CRC) certification and need official continuing education documentation to submit to CRCC.

Attending Trainings

A week in advance of the training, you will receive an email with instructions on how to access the course materials on the NYS CASE webpage as well as directions to the training location. It is your responsibility to follow-up to ensure you received this email. If three days prior to the training you have yet to receive the materials email, please contact the NYS CASE offices immediately at 607-255-4349.

YOU ARE REQUIRED TO PRINT THE TRAINING MANUAL, which is available under My Upcoming Registered Courses on the webpage. Failure to bring either a print or electronic version of the manual will compromise your ability to fully engage and participate in the class. Please note that most training sites do not have public wifi available, so it is advisable that you download the training manual to your device if you plan on accessing the electronic version during training.

Please note: you may only attend a training if you have registered for it. You **MAY NOT** attend a training in place of someone else. There is a wait list for most of the trainings and if you are unable to attend, please un-register for the class (or call 607-255-4349 if it is last minute) so that we may contact the person on the top of the waiting list.

If you attend a training without first registering for it, you will receive an email that will be copied to your supervisor notifying you that you are in violation of NYS CASE and ACCES-VR policy. Failing to register for a course may result in credit not being given for the course, or potentially being asked to leave the training premises. Space is limited for our training programs, and some facilities have risk management procedures the NYS CASE must follow.

Once at the training, there will be a sign in sheet with all registered participants' names. Please sign next to your name at the beginning of the training and again at the end. Failure to sign in may result in your not receiving credit for the course. **You will only receive credit for the course if you attend the ENTIRE training.**

After you have taken the training, you will receive a follow up email within a few days. There will be a link to access an online training evaluation. The evaluation is anonymous and confidential, but we will track whether or not you have completed an evaluation. **Completing an evaluation is required for receiving CRC credit.** The evaluation form should only take 10 minutes to complete. We value your feedback as it helps us to improve our services.

ATTENDANCE POLICY

If you registered for a training and subsequently did not attend or unregister for the training, you will receive an email warning you that you should have unregistered and that following two more unexcused absences, your account will be placed on hold. Following a second unexcused absence, your supervisor will be notified. A third unexcused absence will lead to your account being placed on hold. Your supervisor must call NYS CASE to reactivate your account. Please note: legitimate excuses for course absences will not result in any penalty.

Accommodations

NYS CASE is committed to ensuring equal access to our trainings. When you register for a course, there is the opportunity to request accommodations. If you are able, please give us as much notice as possible so that we can best meet your accommodation needs. If you need to request an American Sign Language interpreter, we need at least one week's notice to make the necessary arrangements. **Please note that we will not print course materials as an accommodation.**

Course Cancellations

Occasionally courses are cancelled due to weather or other unexpected events. Everyone registered for the training will be notified by phone and email in the event of a last minute cancellation.

Enter your emergency number in your user profile under "my account" on the webpage so that you can be notified in case of course cancellation.

Cancelled courses will be rescheduled. All original registrants will automatically be registered for the new date. If you are unable to attend on the rescheduled date, please unregister for the training on the webpage.

Receiving Credit

Once you have successfully completed a training, you will be able to print a certificate for the training from the NYS CASE webpage.

Once you have successfully completed the requirements for a tier, you will be able to print a certificate for the tier from the NYS CASE webpage.

If you have selected to receive CRC credit, you will receive an official notification email that you have completed the course. This email is the necessary documentation to submit for maintaining your certification.

Course Grandfathering

This is an opportunity for supported employment providers who have started a supported employment certificate program with either the Supported Employment Training Initiative (SETI) or Innovations in Employment Supports to transfer credit for courses to NYS CASE.

We at NYS CASE are very excited about our curriculum, which features the most up-to-date theories and practices in the field of supported employment. For this reason, we are limiting the number of courses you can grandfather into NYS CASE to up to two each for Tiers I and II. (Please note, if two SETI or Innovations courses count as one CASE course, then the two courses together will just count as one of your grandfathered courses.)

For those of you who have completed SETI or Innovations trainings and wish to further your education by taking NYS CASE courses, we encourage you to keep your training current. NYS CASE courses are designed to give supported employment practitioners the ability to work effectively in order to make a difference in the lives of those they support. Please contact us (nyscase@cornell.edu) to discuss your continuing education goals.

NYS CASE trainers will determine whether the course(s) you have taken are eligible for NYS CASE credit. You will be able to follow the status of your grandfathering request on the webpage. This process could take at least one month.

[NYS CASE Listserv](#)

You are able to register for the NYS CASE Listserv on the webpage. The listserv emails will notify account holders of upcoming trainings and general news about the NYS CASE program. You are also able to unsubscribe to the listserv on the webpage.